

MIT ALUMNI ASSOCIATION REUNION PROGRAM COMMITTEE CHAIR JOB DESCRIPTION

The class president, in consultation with the Alumni Association, recruits the reunion committee chair(s). The chair in turn works with staff to recruit a committee. The selection of the reunion committee should be completed 10-12 months before the reunion. Working with Association staff, the committee promotes the class reunion events, encourages classmates to attend, and provides feedback on the event content. The class events occur as part of MIT's Tech Reunions.

Term of Office: MIT Fiscal Year (July – June)

Time Commitment: 5 to 6 hours per month

Qualifications:

- History of participation in class activities.
- Strong volunteer record.
- Enthusiasm for MIT.

Chair Responsibilities:

- Work with staff to recruit and manage 15-20 reunion committee members.
- Participate in monthly Reunion Programming Committee Meetings.
- Coordinate with staff and committee to plan class specific reunion events. .
- Promote Tech Reunions, cultivate class volunteers, and drive attendance at the class reunion.
- Encourage committee members to contact friends about attending the reunion.
- Communicate with classmates about the reunion.
- Work with staff to budget and finalize details for reunion events.
- Coordinate planning with the reunion gift committee.
- Participate in class activities, including submitting class notes and making a reunion gift.

Training: Alumni Association staff provides training on planning, budgeting and marketing. Staff also assists with many of the logistics involved in the committee's work, including negotiating contracts and providing data for planning and marketing.